

**State Universities Civil Service System  
Human Resource Directors Advisory Committee  
Agenda**

***April 27, 2012***

- 1) Welcome and Introductions
- 2) Review and Discussion of Proposed Rule Changes
  - a) Exemptions – 250.30
- 3) Update on Amended Rule Revisions
  - a) Register Maintenance – 250.60
  - b) Intern – 250.70
  - c) Probationary Period – 250.90
  - d) Discharge – 250.110
- 4) Review of Proposed Demonstration Project (“Rule of Three” Sub-committee)
- 5) Test Security and Exam Compromise
  - a) Associate Agricultural Research Technician
  - b) Tree Surgeon
  - c) Admission and Records Series
- 6) Procedure Manual Changes (Incorporation of Newly Adopted Rule Changes)

**Substantives changes**

**Classification Plan Management Manual**

- 1.3 – Classification Specification and Examination Development Process
- 2.4 – Classification Appeals
- 4.5 – Other Procedural Implications
- 5.5 – Position Control Record Information Requirements

**Exemption Procedures Manual**

- 5.1 – Student Appointments

**Employment and Separation Procedures Manual**

- 1.2 – Order of Names on Active Registers (by class)
- 1.4 – Maintenance of Active Registers for Status Appointments
- Example 1.4a
- 2.1 – Criteria for Determination of Nonstatus Appointments
- 2.4 – Intern Appointments
- 2.6 – In-Service Training Programs
- Form 2.6a
- 2.8 – Intern Programs

2.9 – Supported Employees Program  
2.10 – Notice of Employment  
Form 2.10a  
4.6 – Leave of Absence  
4.7 – Layoff  
5.4 – Initiation of Discharge Action  
Example 5.4a  
5.5 – Discharge Hearing  
6.1 – Probationary Period  
Form 6.1a

**Examination Procedures Manual**

1.1 – Application Qualifications  
18.2 – Security and Confidentiality of Examination Process

**Non-Substantives Changes**

**Classification Plan Management Manual**

1.2 – Submission of Proposed Revisions – changing website address  
Example 1.2b – website address & Maitland’s name  
Example 1.2c – Maitland’s name

**Exemption Procedures Manual**

Form 5.1a – Student Appointment Form – update reference

**Employment and Separation Procedures Manual**

5.2 – Preliminary Steps for Discharge – updating rule reference  
5.3 – Suspension Pending Discharge – updating rule reference  
5.7 – Dismissal – updating rule reference  
5.8 – Termination – updating Intern from Trainee  
Example 5.8a – updating Intern from Trainee

- 7) Other University System Office Activities
  - a) Class Plan Update
  - b) Budget Update
  - c) Audit Update
  - d) Legal Update
- 8) Other Topics
  - Next Meeting – Friday, July 27, 2012